

**CITY OF RIVERSIDE**

7420

12/19/05

**HUMAN RESOURCES DEPARTMENT**

Revised

**CLASSIFICATION SPECIFICATION****TITLE: UTILITIES GENERAL MANAGER****DEFINITION**

Under general direction, to plan, direct, and review the overall operation of the electric and water utilities for the City; to provide professional and technical staff assistance; and to do related work as required.

**REPORTS TO:** City Manager**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the City Manager. Exercises direction over professional, technical, and clerical staff.

**EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

- Direct and participate in the development and implementation of goals, objectives, policies, and procedures.
- Plan, direct, and review the design, construction, operation, and maintenance of electric utility systems.
- Plan, direct, and review the design, construction, operation, and maintenance of the domestic and irrigation water systems.
- Develop overall policies and financial resource and facility plans for electric and water utilities in conjunction with key staff personnel and specialized consultants.
- Conduct resource planning with other electric utilities requiring negotiations involving complex terms and conditions for integrated power resources and for participation in joint ownership of generation and transmission facilities.
- Confer with division heads to review current and proposed projects, work schedules, organization, and personnel problems.
- Direct the preparation of technical and administrative reports; present reports and recommendations to the City Manager, Board of Public Utilities, and City Council.
- Coordinate with consultants and other agencies on regulatory and legislative matters affecting utility operations; testify before state and federal regulatory and legislative bodies as required.
- Review with staff and other agencies plans for enhancing and protecting the quality and adequacy of extensive water resources owned by the City.
- Establish guidelines for the development of electric and water sales, rules, and regulations and the issuance of revenue bonds.
- Develop general procedures for control of division activities.
- Participate in industry and professional conferences and speak before civic and community groups regarding plans and policies.
- Direct and participate in the preparation of the capital improvement plan and budget.
- Coordinate department activities with other City departments and with outside agencies.
- Select, supervise, train, and evaluate professional, technical, and clerical subordinates.

## QUALIFICATIONS

### Knowledge of:

- Principles and practices of electric and water utility operations, management, and organization.
- Utility economics and financing.
- Principles and practices of electrical and civil engineering.
- Methods, materials, techniques, and equipment used in the construction, operation, and maintenance of an electric and water utility.
- Applicable regulatory codes and laws related to the development, construction, and operation of an electric and water utility.
- Recent developments, current literature, and sources of information regarding electric and water utility engineering and operation.
- Principles and practices of modern office management.
- Principles and practices of organization, administration, budget, and personnel management.

### Ability to:

- Plan, organize, staff, and direct a large and diversified organization in a manner conducive to full performance and high morale.
- Delegate authority and responsibility and to schedule and program work on a long term basis.
- Communicate clearly and concisely, orally and in writing.
- Understand and negotiate complex technical agreements with other agencies.
- Formulate and present policy recommendations.
- Select, supervise, train, and evaluate professional, technical, and clerical subordinates.

### Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelor's Degree from an accredited college or university with major work in civil or electrical engineering supplemented by graduate training in public administration.

Experience: Five years of progressively responsible experience in utilities planning, coordinating, and financing.

### MEDICAL CATEGORY: Group 1

### DESIRABLE SPECIAL REQUIREMENT

Possession of a certificate of registration as a professional civil or electrical engineer.

### NECESSARY SPECIAL REQUIREMENT

Possession of, or ability to obtain, a valid Class "C", California Motor Vehicle Operator's License.

### CAREER ADVANCEMENT OPPORTUNITIES

**FROM:** Utilities General manager

**TO:** City Manager